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DIRECTOR

**MEMORANDUM**

TO: Agency Heads and Human Resources Directors of All Agencies, Departments, Institutions of Higher Education, Boards and Commissions

FROM: Samuel L. Wilkins  
Director

DATE: June 19, 2002

SUBJECT: Voluntary Separation Program Guidelines

At its June 18, 2002 meeting, the Budget and Control Board approved changes to the attached Voluntary Separation Program (VSP) guidelines. These guidelines serve as **minimum requirements** for agencies to follow should they wish to develop a VSP program for employees.

The FY 2002-2003 Appropriation Act implemented proviso 72.68 to provide continuation of the voluntary separation program. The new proviso no longer requires agencies to delete FTE positions that are vacated by participating employees. The program includes provisions for a separation incentive payment for employees, which may include the employer portion of health and dental benefits for up to one year.

All VSP programs require approval from the agency head and the Division of Budget and Analyses of the Budget and Control Board. Any program developed under this provision may be developed in consultation with the Budget and Control Board's Office of Human Resources. Agencies are required to report results of their prior year's program to the Budget and Control Board by **AUGUST 15, OF THE CURRENT FISCAL YEAR.**

You may access the VSP guidelines and a sample plan from the Office of Human Resources' website at <http://www.state.sc.us/ohr/main.htm>. If you have any questions regarding the changes to the Voluntary Separation Program guidelines, please call your HRCS Consultant at (803) 737-0970.

SLW :tc

Attachment